

Office use only

	Date
To Finance:	
Issued:	
Ref No:	

RR1

APPLICATION FORM

- Please read the **Certified Statement of Results Explanatory Notes** before completing this form.

Please select which service you are applying for:

- Verification/Confirmation of Results by a Third Party;
- Certified Statement of Results for Candidate;
- Replacement Certificate (if eligible).

Please complete all relevant sections in black ink and block capitals.

1. Candidate details

Current full name and title	
Full name at time of examination <i>(if different from above)</i>	
Date of birth	
Current address including post code	
Daytime telephone number	
Email address <i>(if applicable)</i>	
Name and address where Certified Statement of Results or Verification/Confirmation is to be sent if different from above.	
Candidate's signature: <i>(permitting CCEA to release examinations to the indicated third party)</i>	

- Please complete a separate set of examination details for each request.

2. Examination details**Statement Request Number 1**

School/College <i>(where examinations were taken)</i>			
Centre address/town <i>(if known)</i>			
Year of examination	<input type="text"/>	<input type="text"/>	<input type="text"/>
Centre number <i>(if known)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Session: <i>(please ✓ one only)</i>	Summer <input type="checkbox"/>	Winter <input type="checkbox"/>	Spring <input type="checkbox"/>
Candidate number	<input type="text"/>	Privately Entered Candidate: Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>(please ✓)</i>
Examination level <i>(please ✓ one only)</i> <i>(a separate set of examination details is required for each level/session)</i>	CSE <input type="checkbox"/>	GCE O <input type="checkbox"/>	Key Skills <input type="checkbox"/>
	GCSE <input type="checkbox"/>	Use of English <input type="checkbox"/>	GCE A <input type="checkbox"/>
			GCE AS <input type="checkbox"/>
			<i>(delete as appropriate)</i>
Subjects taken			

Examination details *continued*

Statement Request Number 2

Surname when examinations were taken:
(if different from above)

School/College where examinations were taken:

Centre address/town:

Year of examination:

--	--	--	--	--

Centre number: *(if known)*

--	--	--	--	--	--

Session: *(please ✓ as appropriate)*

Summer Winter Spring

Candidate number:

--	--	--	--	--	--

Privately Entered Candidate: Yes No
(please ✓)

Examination level:

(please ✓ as appropriate)

CSE GCE O Key Skills GCE A
GCSE Use of English GCE AS
(delete as appropriate)

Subjects taken:

Statement Request Number 3

Surname when examinations were taken:
(if different from above)

School/College where examinations were taken:

Centre address/town:

Year of examination:

--	--	--	--	--

Centre number: *(if known)*

--	--	--	--	--	--

Session: *(please ✓ as appropriate)*

Summer Winter Spring

Candidate number:

--	--	--	--	--	--

Privately Entered Candidate: Yes No
(please ✓)

Examination level:

(please ✓ as appropriate)

CSE GCE O Key Skills GCE A
GCSE Use of English GCE AS
(delete as appropriate)

Subjects taken:

Please return to: CCEA Results Registry Section, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG
Tel: (028) 9026 1200, Fax: (028) 9026 1289

APPLICATION FORM CHECKLIST

Applications **will not** be processed until we have received all the relevant information.

Please ensure you have:

Completed all relevant sections of the application

Enclosed the correct payment
*(£10 per statement request, all subjects are listed
on one statement per year and level)*

Enclosed 2 photocopies of identification
*(One of which **must** be photographic.
See explanatory notes for details)*

Incomplete applications may be returned or delayed

Completed forms, fees and ID should be forwarded to:

Results and Certification Team
Council for the Curriculum, Examinations and Assessment (CCEA)
29 Clarendon Road,
Clarendon Dock,
Belfast,
BT1 3BG

For enquiries please ring:

Tel: (028) 9026 1200 **Ext:** 2412

Fax: (028) 9026 1289

Please allow up to **ten working days**
to process your Application Form.